

**POSITION DESCRIPTION  
COUNTY OF LAPORTE, INDIANA**

**POSITION:** Office Deputy  
**DEPARTMENT:** Surveyor  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT IV (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** April 2006  
**DATE REVISED:**

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Office Deputy for the LaPorte County Surveyor's Office, responsible for overseeing office operations, supervising assigned employees, and performing various administrative duties.

**DUTIES:**

Oversees office operations and plans, directs, administers, and supervises activities of assigned staff. Prioritizes and delegates work assignments, establishes specific work goals, administers department policies, provides training, evaluates work performance, ensures proper completion of tasks and conformance with policy, maintains discipline, and recommends corrective action as warranted.

Answers telephone and greets office visitors, determines nature of call or visit, answers inquiries and provides assistance, takes messages, or routes caller to appropriate person or agency.

Types drainage assessments, file cards, billings, correspondence sent to all property owners, minutes, agendas, and related documents forwarded to Drainage Board as needed.

Maintains departmental budget records by making appropriate bookkeeping entries in account ledgers, including processing claims and bi-weekly payroll.

Processes claims and payroll, answers telephone, and performs scheduling duties for the Inspector of Weights and Measures.

Periodically makes blueprints and other document copies. Scans documents for other departments as needed.

Maintains inventory of office supplies and submits requisitions as needed.

Periodically analyzes department workload, interviews candidates for job openings, makes hiring recommendations, and provides orientation for new employees.  
Performs duties of Switchboard Operator as required.

Attends various meetings as required.

Performs related duties as assigned.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Working knowledge of Surveyor's Office operations and legal descriptions, and ability to locate requested information and read blueprints.

Knowledge of and ability to follow standardized bookkeeping principles and procedures necessary to properly maintain office financial records.

Knowledge of standard English grammar, spelling, and punctuation and ability to perform arithmetic calculations.

Ability to apply knowledge of people/locations and plan/layout assigned work projects.

Ability to plan, direct, administer, and supervise activities of assigned staff. Ability to prioritize and delegate work assignments, establish specific work goals, administer department policies, provide training, evaluate work performance, ensure proper completion of tasks and conformance with policy, maintain discipline, and recommend corrective action as warranted.

Ability to interview and make hiring recommendations.

Ability to type and use standard office equipment, including computer, typewriter, calculator, copy machine, fax machine, telephone, scanner, and blueprint machine.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, local surveyors, city and state offices, township trustees, and members of general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral and written form.

Ability to occasionally work extended hours and travel out of town.

## **II. RESPONSIBILITY:**

Incumbent receives general instructions and follows customary office practices and procedures. Errors in incumbent's work are primarily detected or prevented through supervisory review and notification from other departments. Undetected errors could result in loss of time to correct error and/or incorrect billing to citizens. Work is reviewed upon completion for accuracy and compliance with department procedures.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, local surveyors, city and state offices, township trustees, and members of general public for the purpose of providing assessment and drainage information as requested.

Incumbent reports directly to the County Surveyor.

## **IV. PHYSICAL EFFORT/WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, including sitting/walking at will, exposure to ammonia and blueprint machine fumes and odors, lifting/carrying objects weighing under 25 pounds, keyboarding, speaking clearly, close vision, and hearing sounds/communication. Incumbent is occasionally required to work extended hours and travel out of town.

## **APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Office Deputy for the LaPorte County Surveyor's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name